



Office of Human Resources

January 4, 2019

Mary Connaughton
Pioneer Institute via MuckRock News
DEPT MR 38902
411A Highland Avenue
Somerville, MA 02144-2516

Dear Ms. Connaughton,

This letter is written in response to your August 17, 2017 public record request in which you specifically request:

- Reported Standard Occupational Classification numbers with the associated names, position titles, positions type (full- or part- time), and pay of all employees for the years 2010 and 2016.

After diligent search, the College confirms that we do not have information responsive to your request for the year 2010.

Attached please find information responsive to your request for the year 2016. To access this information in an accessible format for persons unable to read print, please visit the Integrated Post-Secondary Education Data System (IPEDS) site for Berkshire Community College at <https://nces.ed.gov/ipeds/datacenter/Facsimile.aspx?unitid=acb1afb2b2b0>

Sincerely,

A handwritten signature in black ink, appearing to read "Deborah A. Cote".

Deborah A. Cote
Vice President for Human Resources &
Records Access Officer

Enclosures: 2016 IPED Reported Data- Human Resources Component Summary

Institution: Berkshire Community College (164775)
User ID: P1647751

Overview

Human Resources Overview

Welcome to the IPEDS Human Resources (HR) survey component. The HR component collects important information about your institution's staff.

Data Reporting Reminders

- Report each employee only once. If an employee could be coded in more than one occupation, code the employee in the occupation that requires the highest level of skill OR if there is no measurable difference in skill requirements, code the employee in the occupation in which they spend the most time.
- Report staff members difficult to categorize in the "Human Resources Survey Evaluation" box at the end of the survey.
- Enter data on each displayed screen. If a screen is not applicable, enter at least one zero in a field on the screen and save before continuing.
- When reporting salary data (applicable to degree-granting institutions only) include all full-time, non-medical school, instructional staff - both with and without faculty status.

See the instructions for the **Key Reporting Concepts** section -- basic reporting concepts that will assist you in completing the Human Resources survey component.

Resources:

- To download the survey materials for this component: [Survey Materials](#)
- All staff must now be reported using the new IPEDS occupational categories, which align with the 2010 Standard Occupational Classification (SOC) codes. Additional information and resources can be found in the [IPEDS HR/SOC Information Center](#), including general information about the SOC, the IPEDS/SOC crosswalk, a SOC Browse Tool, frequently asked questions, and web tutorials.

If you have questions about completing this survey, please contact the **IPEDS Help Desk at 1-877-225-2568**.

Human Resources Screening Questions

Does your institution have any part-time staff?

If you answer **Yes** to this question, you will be provided the screens to report part-time staff.

☐ No

☒ Yes

Does your institution have graduate assistants?

If you answer **Yes** to this question, you will be provided the screens to report graduate assistants.

☐ No

☒ Yes

Does your institution have 15 or more full-time staff?

☐ No

☒ Yes

Does your institution have a tenure system?

If you answer **Yes** to this question, you will be provided the screens to report some data by tenure status.

☐ No

☒ Yes

Did your institution hire any **full-time permanent staff** who were included on the payroll of the institution between **November 1, 2015 and October 31, 2016** either for the **first time** (new to the institution) or **after a break in service**? (Exclude persons who have returned from sabbatical leave and full-time instructional staff who are working less-than-9-month contracts.)

If you answer **Yes** to this question, you will be provided the screens to report **full-time permanent new hires in Part H**.

☐ No

☒ Yes

Do **ALL** of the instructional staff at your institution fall into any of the following categories?

If you answer **Yes** to any of the questions below, you will **NOT** be required to report **Part G - Salaries** for instructional staff. However, Part G will still be required for reporting data for full-time non-instructional staff.

☐ No

☐ Yes

Are ALL of the instructional staff military personnel?

☐ No

☐ Yes

Do ALL of the instructional staff contribute their services (e.g., members of a religious order)?

You may use the space below to provide context for the data you've reported above.

Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Tenured
Number of Full-time Instructional Staff
With Faculty Status
Tenured

As of November 1, 2016

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

Men							
Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien							0
Hispanic/Latino							0
American Indian or Alaska Native							0
Asian	1						1
Black or African American							0
Native Hawaiian or Other Pacific Islander							0
White	10						10
Two or more races							0
Race and ethnicity unknown							0
Total men	11	0	0	0	0	0	11

Women							
Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien							0
Hispanic/Latino							0
American Indian or Alaska Native							0
Asian							0
Black or African American							0
Native Hawaiian or Other Pacific Islander							0
White	19	1					20
Two or more races							0
Race and ethnicity unknown							0
Total women	19	1	0	0	0	0	20
Total (men+women)	30	1	0	0	0	0	31
Total from prior year							33

Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - On Tenure Track

**Number of Full-time Instructional Staff
 With Faculty Status
 On Tenure Track**

As of November 1, 2016

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

Men							
Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien							0
Hispanic/Latino							0
American Indian or Alaska Native							0
Asian				1			1
Black or African American		1					1
Native Hawaiian or Other Pacific Islander							0
White		1	3				4
Two or more races							0
Race and ethnicity unknown							0
Total men	0	2	4	0	0	0	6

Women							
Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien							0
Hispanic/Latino							0
American Indian or Alaska Native							0
Asian							0
Black or African American							0
Native Hawaiian or Other Pacific Islander							0
White		6	8				14
Two or more races							0
Race and ethnicity unknown							0
Total women	0	6	8	0	0	0	14
Total (men+women)	0	8	12	0	0	0	20
Total from prior year							23

Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Multi-Year Contract

**Number of Full-time Instructional Staff
 With Faculty Status
 Not on Tenure Track - Multi-Year Contract**

As of November 1, 2016

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

Men						
Gender and race/ethnicity	Academic Rank					No academic rank
	Professors	Associate professors	Assistant professors	Instructors	Lecturers	
Nonresident alien	0					0
Hispanic/Latino						0
American Indian or Alaska Native						0
Asian						0
Black or African American						0
Native Hawaiian or Other Pacific Islander						0
White						0
Two or more races						0
Race and ethnicity unknown	0	0	0	0	0	0
Total men						

Women						
Gender and race/ethnicity	Academic Rank					No academic rank
	Professors	Associate professors	Assistant professors	Instructors	Lecturers	
Nonresident alien	0					0
Hispanic/Latino						0
American Indian or Alaska Native						0
Asian						0
Black or African American						0
Native Hawaiian or Other Pacific Islander						0
White						0
Two or more races						0
Race and ethnicity unknown	0	0	0	0	0	0
Total women						
Total (men+women)						

Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Annual Contract

**Number of Full-time Instructional Staff
 With Faculty Status
 Not on Tenure Track - Annual Contract**

As of November 1, 2016

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

Men Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien	0						0
Hispanic/Latino							0
American Indian or Alaska Native							0
Asian							0
Black or African American							0
Native Hawaiian or Other Pacific Islander							0
White							0
Two or more races							0
Race and ethnicity unknown							0
Total men	0	0	0	0	0	0	0

Women Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien	0						0
Hispanic/Latino							0
American Indian or Alaska Native							0
Asian							0
Black or African American							0
Native Hawaiian or Other Pacific Islander							0
White							0
Two or more races							0
Race and ethnicity unknown							0
Total women	0	0	0	0	0	0	0
Total (men+women)	0	0	0	0	0	0	0
Total from prior year							

As of November 1, 2016

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

Women							
Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien	0						0
Hispanic/Latino							0
American Indian or Alaska Native							0
Asian							0
Black or African American							0
Native Hawaiian or Other Pacific Islander							0
White							0
Two or more races							0
Race and ethnicity unknown							0
Total women	0	0	0	0	0	0	0
Total (men+women)	0	0	0	0	0	0	0
Total from prior year							

Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Indefinite duration Contract

Number of Full-time Instructional Staff
With Faculty Status
Not on Tenure Track - Indefinite duration contract

As of November 1, 2016

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

Men							
Gender and race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien	0						0
Hispanic/Latino							0
American Indian or Alaska Native							0
Asian							0
Black or African American							0
Native Hawaiian or Other Pacific Islander							0
White							0
Two or more races							0
Race and ethnicity unknown							0
Total men	0	0	0	0	0	0	0

Women							
Gender and race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien	0						0
Hispanic/Latino							0
American Indian or Alaska Native							0
Asian							0
Black or African American							0
Native Hawaiian or Other Pacific Islander							0
White							0
Two or more races							0
Race and ethnicity unknown							0
Total women	0	0	0	0	0	0	0
Total (men+women)	0	0	0	0	0	0	0

Part A1 - Full-time Instructional Staff - Without Faculty Status
Number of Full-time Instructional Staff

Without Faculty Status
As of November 1, 2016

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

Men	
Race/ethnicity	Without Faculty Status
<u>Nonresident alien</u>	0
<u>Hispanic/Latino</u>	
<u>American Indian or Alaska Native</u>	
<u>Asian</u>	
<u>Black or African American</u>	
<u>Native Hawaiian or Other Pacific Islander</u>	
<u>White</u>	
<u>Two or more races</u>	
<u>Race and ethnicity unknown</u>	0
Total men	
Women	
Race/ethnicity	Without Faculty Status
<u>Nonresident alien</u>	0
<u>Hispanic/Latino</u>	
<u>American Indian or Alaska Native</u>	
<u>Asian</u>	
<u>Black or African American</u>	
<u>Native Hawaiian or Other Pacific Islander</u>	
<u>White</u>	
<u>Two or more races</u>	
<u>Race and ethnicity unknown</u>	0
Total women	0
Total (men+women)	0
Total from prior year	

Part A2 - Full-time Instructional Staff by Function
Number of Full-time Instructional Staff

As of November 1, 2016

•Report Primarily Instruction and Instruction Combined with Research and/or Public Service separately, as indicated below

	<u>Tenured</u>	<u>On Tenure Track</u>	<u>With Faculty Status</u>				<u>Without Faculty Status</u>	<u>Total</u>
			<u>Multi-year</u>	<u>Annual contract</u>	<u>Not on Tenure Track Less-than-annual contract</u>	<u>Indefinite duration (continuing or at -will)</u>		
<u>Instructional staff</u>	31	20	0	0	0	0	0	51
Total carried forward from previous screens	31	20	0	0	0	0	0	51
<u>Primarily Instruction</u>	31	20	0	0	0	0	0	51
? Exclusively credit	31	20						51
? Exclusively not-for-credit								0
Combined credit/not-for- credit								0
<u>Instruction/research/public service staff</u>								0

Part A3 - Full-time Instructional Staff - Totals

Total number of Full-time Instructional Staff

As of November 1, 2016			
Race/ethnicity	Total men	Total women	Total (men+women)
Nonresident alien	0	0	0
Hispanic/Latino	0	0	0
American Indian or Alaska Native	0	0	0
Asian	2	0	2
Black or African American	1	0	1
Native Hawaiian or Other Pacific Islander	0	0	0
White	14	34	48
Two or more races	0	0	0
Race and ethnicity unknown	0	0	0
Total	17	34	51
Total from prior year			56

Part B1 - Full-time Non-instructional Staff by Occupational Category
 Number of Full-time Non-instructional Staff
 by Occupational Category

As of November 1, 2016

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

Men			
Race/ethnicity	<u>Instructional Staff</u> (carried forward from Part A)	<u>Research staff</u>	<u>Public Service staff</u>
Nonresident alien	0	0	0
Hispanic/Latino	0		
American Indian or Alaska Native	0		
Asian	2		
Black or African American	1		
Native Hawaiian or Other Pacific Islander	0		
White	14		
Two or more races	0		
Race and ethnicity unknown	0		
Total men	17	0	0
Women			
Race/ethnicity	<u>Instructional Staff</u> (carried forward from Part A)	<u>Research staff</u>	<u>Public Service staff</u>
Nonresident alien	0	0	0
Hispanic/Latino	0		
American Indian or Alaska Native	0		
Asian	0		
Black or African American	0		
Native Hawaiian or Other Pacific Islander	0		
White	34		
Two or more races	0		
Race and ethnicity unknown	0		
Total women	34	0	0
Total (men+women)	51	0	0
Total from prior year	56		

Part B1 - Full-time Non-instructional Staff by Occupational Category
 Number of Full-time Non-instructional Staff
 by Occupational Category

As of November 1, 2016

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

Men				
Race/ethnicity	Archivists, Curators, and Librarians Museum Technicians 25-4010	25-4020	Library Technicians 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000
Nonresident alien	0			
Hispanic/Latino				
American Indian or Alaska Native				
Asian				2
Black or African American				
Native Hawaiian or Other Pacific Islander				4
White				
Two or more races				
Race and ethnicity unknown				
Total men	0	0	0	6
Women				
Race/ethnicity	Archivists, Curators, and Librarians Museum Technicians 25-4010	25-4020	Library Technicians 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000
Nonresident alien		1		
Hispanic/Latino				
American Indian or Alaska Native				
Asian				1
Black or African American				
Native Hawaiian or Other Pacific Islander				
White			1	10
Two or more races				
Race and ethnicity unknown				
Total women	0	1	1	11
Total (men+women)	0	1	1	17
Total from prior year		1	2	18

Part B1 - Full-time Non-instructional Staff by Occupational Category
Number of Full-time Non-instructional Staff
by Occupational Category

As of November 1, 2016

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

Men					
Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19- 0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000

Nonresident alien					0
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American	1				
Native Hawaiian or Other Pacific Islander					
White	14	1	7	2	
Two or more races					
Race and ethnicity unknown					
Total men	15	1	7	2	0

Women					
Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19- 0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000

Nonresident alien					0
Hispanic/Latino	1				
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White	13	2	2	4	
Two or more races	1				
Race and ethnicity unknown					
Total women	15	2	2	4	0
Total (men+women)	30	3	9	6	0
Total from prior year	29	2	9	6	

Part B1 - Full-time Non-instructional Staff by Occupational Category
Number of Full-time Non-instructional Staff
by Occupational Category

As of November 1, 2016

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

Men						
Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All full- time staff)
Nonresident alien		0			0	0
Hispanic/Latino						0
American Indian or Alaska Native						0
Asian						2
Black or African American	1					5
Native Hawaiian or Other Pacific Islander						0
White		7		2	6	57
Two or more races						0
Race and ethnicity unknown						0
Total men		8	0	2	6	64

Women						
Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All full- time staff)
Nonresident alien		0			0	0
Hispanic/Latino						2
American Indian or Alaska Native						0
Asian				1		1
Black or African American				1		2
Native Hawaiian or Other Pacific Islander						0
White		3		33		102
Two or more races						1
						0

Race and
ethnicity
unknown

Total women

3	0	35	0	0	108
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**Total
(men+women)**

11	0	37	6	0	172
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Total from prior
year

11		36	6		176
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Part B2 - Full-time Non-instructional Staff by Occupational Category and Tenure Status

Number of Full-time Non-instructional Staff

As of November 1, 2016

Occupational category	With Faculty Status						Without Faculty Status	Total
	Tenured	On Tenure Track	Multi-year	Annual contract	Not on Tenure Track Less-than-annual contract	Indefinite duration (continuing or at-will)		
Research staff								0
Public Service staff								0
Archivists, Curators, and Museum Technicians								0
25-4010								1
Librarians	1							
25-4020							1	1
Library Technicians								
25-4030							7	17
Student and Academic Affairs and Other Education Services Occupations	8		2					
25-2000 + 25-3000 + 25-9000							30	30
Management Occupations								
11-0000							3	3
Business and Financial Operations Occupations								
13-0000							9	9
Computer, Engineering, and Science Occupations								
15-0000 + 17-0000 + 19-0000							5	6
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations	1							
21-0000 + 23-0000 + 27-0000								0
Healthcare Practitioners and Technical Occupations								
29-0000								
Total	10		2	0	0	0	0	55 67
Total from prior year	12		4					51 67

Part C - Full-time Summary

Summary of Full-time Staff

As of November 1, 2016

•Data will not be generated on this screen until the relevant screens in the previous section have been completed.

Occupational category	With Faculty Status					Without Faculty Status	Total
	Tenured	On Tenure Track	Multi-year contract	Annual contract	Not on Tenure Track Less-than-annual contract Indefinite duration (continuing or at-will)		
Primarily Instruction	31	20	0	0	0	0	51
Exclusively credit	31	20			0	0	51
Exclusively not-for-credit							0
Combined credit/not-for-credit							0
Instruction/research/public service staff							0
Research staff							0
Public Service staff							0
Archivists, Curators, and Museum Technicians							0
25-4010							
Librarians	1						1
25-4020							
Library Technicians						1	1
25-4030							
Student and Academic Affairs and Other Education Services Occupations	8	2				7	17
25-2000 + 25-3000 + 25-9000							
Management Occupations						30	30
11-0000							
Business and Financial Operations Occupations						3	3
13-0000							
Computer, Engineering, and Science Occupations						9	9
15-0000 + 17-0000 + 19-0000							
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations	1					5	6
21-0000 + 23-0000 + 27-0000							
Healthcare Practitioners and Technical Occupations							0
29-0000							
Service Occupations							11
31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000							
Sales and Related Occupations							0
41-0000							
Office and Administrative Support Occupations							37
43-0000							
Natural Resources, Construction, and Maintenance Occupations							6
45-0000 + 47-0000 + 49-0000							
Production, Transportation, and Material Moving Occupations							0
51-0000 + 53-0000							
Total							172

Part G - Salaries Worksheet

Number of Full-time Instructional Staff
For Calculation of Total Number of Months

Annual Salary, 2016-17

- Report the number of instructional staff based on the number of months to be worked
- Months reported should correspond with the number of months that staff worked (which may differ from the number of months over which they are paid)
- Include ONLY full-time instructional staff
- Include instructional staff *with* faculty status and *without* faculty status
- Include instructional staff regardless of tenure status

Gender and academic rank	12 months	11 months	10 months	9 months	< 9 months	Total Staff	Total staff for salary reporting	Total number of months
Men								
Professors				11		11	11	99
Associate professors				2		2	2	18
Assistant professors				4		4	4	36
Instructors						0	0	0
Lecturers						0	0	0
No academic rank						0	0	0
Total men	0	0	0	17	0	17	17	153
Total men full-time instructional staff from Part A						17		
Women								
Professors				19		19	19	171
Associate professors				7		7	7	63
Assistant professors				8		8	8	72
Instructors						0	0	0
Lecturers						0	0	0
No academic rank						0	0	0
Total women	0	0	0	34	0	34	34	306
Total women full-time instructional staff from Part A						34		
Total (men + women)	0	0	0	51	0	51	51	459
Total (men +women) full-time instructional staff from Part A						51		

Part G - Salary Outlays for Instructional Staff
Salary Outlays
for Full-time Instructional Staff

Annual Salary Outlays, 2016-17

•Report the TOTAL ANNUAL salary outlays for the full-time instructional staff reported in the 12 months, 11 months, 10 months, and 9 months columns on the previous screen

Gender and academic rank	Total staff for salary reporting (from Part G, screen 1)	Total number of months (from Part G, screen 1)	Salary Outlays				Weighted average monthly salaries
			12 months	11 months	10 months	9 months	
Men							
Professors	11	99				822,664	8,310
Associate professors	2	18				110,817	6,157
Assistant professors	4	36				209,070	5,808
Instructors	0	0					
Lecturers	0	0					
No academic rank	0	0					
Total men	17	153	0	0	0	1,142,551	7,468
Women							
Professors	19	171				1,374,155	8,036
Associate professors	7	63				387,130	6,145
Assistant professors	8	72				422,815	5,872
Instructors	0	0					
Lecturers	0	0					
No academic rank	0	0					
Total women	34	306	0	0	0	2,184,100	7,138
Total (men + women)	51	459	0	0	0	3,326,651	7,248

Part G - Average Salary by academic rank

**Average Salary by academic rank
 for Full-time Instructional Staff**

Annual Average Salaries, 2016-17

Gender and academic rank	Average Salaries				Equated 9-month Average Salary
	12 months	11 months	10 months	9 months	
Men					
Professors			74,788		74,788
Associate professors			55,409		55,409
Assistant professors			52,268		52,268
Instructors					
Lecturers					
No academic rank					
Total men			67,209		67,209
Women					
Professors			72,324		72,324
Associate professors			55,304		55,304
Assistant professors			52,852		52,852
Instructors					
Lecturers					
No academic rank					
Total women			64,238		64,238
Total (men + women)			65,228		65,228

Part G - Salary Outlays for Non-instructional Staff
Salary Outlays
for Full-time Non-instructional Staff

Annual Salary Outlays, 2016-17

Occupational category	Number of full-time staff (carried forward from previous screens)	Total annual salary outlays
<u>Research staff</u>	0	
<u>Public Service staff</u>	0	
<u>Library and Student and Academic Affairs and Other Education Services Occupations</u> 25-4000 + 25-2000 + 25-3000 + 25-9000	19	1,285,425
<u>Management Occupations</u> 11-0000	30	2,883,648
<u>Business and Financial Operations Occupations</u> 13-0000	3	206,893
<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000	9	582,807
<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000	6	359,993
<u>Healthcare Practitioners and Technical Occupations</u> 29-0000	0	0
<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	11	448,425
<u>Sales and Related Occupations</u> 41-0000	0	0
<u>Office and Administrative Support Occupations</u> 43-0000	37	1,931,680
<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	6	292,983
<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	0	0

Part D - Part-time Staff by Occupational Category
Number of Part-time Staff by Occupational Category

As of November 1, 2016

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

Men			
Race/ethnicity	<u>Instructional staff</u>	<u>Research staff</u>	<u>Public Service staff</u>
Nonresident alien		0	0
Hispanic/Latino	1		
American Indian or Alaska Native			
Asian	1		
Black or African American			
Native Hawaiian or Other Pacific Islander			
White	37		
Two or more races			
Race and ethnicity unknown	1		
Total men	40	0	0
Women			
Race/ethnicity	<u>Instructional staff</u>	<u>Research staff</u>	<u>Public Service staff</u>
Nonresident alien		0	0
Hispanic/Latino	1		
American Indian or Alaska Native			
Asian			
Black or African American	1		
Native Hawaiian or Other Pacific Islander			
White	67		
Two or more races	1		
Race and ethnicity unknown	5		
Total women	75	0	0
Total (men+women)	115	0	0
Total from prior year	108		

Part D - Part-time Staff by Occupational Category
 Number of Part-time Staff by Occupational Category

As of November 1, 2016

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

Men

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	Librarians 25-4020	Library Technicians 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	Library and Student and Academic Affairs and Other Education Services Occupations
Nonresident alien	0		0		0
Hispanic/Latino				2	2
American Indian or Alaska Native					0
Asian					0
Black or African American					0
Native Hawaiian or Other Pacific Islander					0
White				10	10
Two or more races					0
Race and ethnicity unknown					0
Total men	0	0	0	12	12

Women

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	Librarians 25-4020	Library Technicians 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	Library and Student and Academic Affairs and Other Education Services Occupations
Nonresident alien					0
Hispanic/Latino					0
American Indian or Alaska Native					0
Asian					0
Black or African American					0
Native Hawaiian or Other Pacific Islander					0
White		1		14	15
Two or more races					0
Race and ethnicity unknown					0
Total women	0	1	0	14	15
Total (men+women)	0	1	0	26	27
Total from prior year		1		36	37

Part D - Part-time Staff by Occupational Category
Number of Part-time Staff

As of November 1, 2016

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

Men					
Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19- 0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien	0	0	0		0
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White				1	
Two or more races					
Race and ethnicity unknown					
Total men	0	0	0	1	0

Women					
Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19- 0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien	0	0	0		0
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Two or more races					
Race and ethnicity unknown					
Total women	0	0	0	0	0
Total (men+women)	0	0	0	1	0
Total from prior year				2	

Part D - Part-time Staff by Occupational Category
Number of Part-time Staff

As of November 1, 2016

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

Men						
Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All part- time staff)
Nonresident alien		0			0	0
Hispanic/Latino						3
American Indian or Alaska Native						0
Asian						1
Black or African American						0
Native Hawaiian or Other Pacific Islander						0
White		3		3		54
Two or more races						0
Race and ethnicity unknown						1
Total men		3	0	3	0	59

Women						
Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All part- time staff)
Nonresident alien		0			0	0
Hispanic/Latino						1
American Indian or Alaska Native						0
Asian		1				1
Black or African American						1
Native Hawaiian or Other Pacific Islander						0
White		5		11		98
Two or more races						1
Race and ethnicity unknown						5

Total women	6	0	11	0	0	107
Total (men+women)	9	0	14	0	0	166
Total from prior year	7		12			166

Part E - Part-time Staff by Occupational Category and Tenure Status
Number of Part-time Staff

As of November 1, 2016

Occupational category	With Faculty Status					Without Faculty Status	Total
	Tenured	On Tenure Track	Multi-year contract	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)	
<u>Primarily Instruction</u>	0	0	0	0	115	0	115
❓ Exclusively credit					115		115
❓ Exclusively not-for-credit							0
Combined credit/not-for-credit							0
<u>Instruction/research/public service staff</u>							0
<u>Research staff</u>							0
<u>Public Service staff</u>							0
<u>Archivists, Curators, and Museum Technicians</u>							0
<u>25-4010</u>							
<u>Librarians</u>							
<u>25-4020</u>							1 1
<u>Library Technicians</u>							0
<u>25-4030</u>							
❓ <u>Student and Academic Affairs and Other Education Services Occupations</u>							26 26
<u>25-2000 + 25-3000 + 25-9000</u>							
<u>Management Occupations</u>							0
<u>11-0000</u>							
<u>Business and Financial Operations Occupations</u>							0
<u>13-0000</u>							
<u>Computer, Engineering, and Science Occupations</u>							0
<u>15-0000 + 17-0000 + 19-0000</u>							
<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u>							1 1
<u>21-0000 + 23-0000 + 27-0000</u>							
<u>Healthcare Practitioners and Technical Occupations</u>							0
<u>29-0000</u>							
Total	0	0	0	0	115	0	28 143
Total from prior year	0	0			108		39 147

Part F - Part-time Summary

Summary of Part-time Staff

As of November 1, 2016

Occupational category	With Faculty Status					Without Faculty Status	Total
	Tenured	On Tenure Track	Multi-year contract	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)	
Primarily Instruction	0	0	0	0	115	0	115
Exclusively credit					115		115
Exclusively not-for-credit							0
Combined credit/not-for-credit							0
Instruction/research/public service staff							0
Research staff							0
Public Service staff							0
Archivists, Curators, and Museum Technicians							0
25-4010							
Librarians							1
25-4020							1
Library Technicians							0
25-4030							
Student and Academic Affairs and Other Education Services Occupations							26
25-2000 + 25-3000 + 25-9000							
Management Occupations							0
11-0000							
Business and Financial Operations Occupations							0
13-0000							
Computer, Engineering, and Science Occupations							0
15-0000 + 17-0000 + 19-0000							
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations							1
21-0000 + 23-0000 + 27-0000							1
Healthcare Practitioners and Technical Occupations							0
29-0000							
Service Occupations							9
31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000							
Sales and Related Occupations							0
41-0000							
Office and Administrative Support Occupations							14
43-0000							
Natural Resources, Construction, and Maintenance Occupations							0
45-0000 + 47-0000 + 49-0000							
Production, Transportation, and Material Moving Occupations							0
51-0000 + 53-0000							
Total							166

Part H - New Hires, Full-time Instructional Staff by Tenure Status
Number of Newly Hired Full-time Permanent Instructional Staff

(Hired full-time between November 1, 2015 - October 31, 2016)

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include Primarily Instruction and Instruction Combined with Research and Public Service

Men								
Race/ethnicity	With Faculty Status						Without Faculty Status	Total
	Tenured	On Tenure Track	Multi-year	Annual contract	Not on Tenure Track Less-than-annual contract	Indefinite duration (continuing or at-will)		
Nonresident alien	0							0
Hispanic/Latino								0
American Indian or Alaska Native								0
Asian								0
Black or African American								0
Native Hawaiian or Other Pacific Islander								0
White								0
Two or more races								0
Race and ethnicity unknown								0
Total men	0	0	0	0	0	0	0	0

Women								
Race/ethnicity	With Faculty Status						Without Faculty Status	Total
	Tenured	On Tenure Track	Multi-year	Annual contract	Not on Tenure Track Less-than-annual contract	Indefinite duration (continuing or at-will)		
Nonresident alien								0
Hispanic/Latino								0
American Indian or Alaska Native								0
Asian								0
Black or African American								0
Native Hawaiian or Other Pacific Islander								0
White		2						2
Two or more races								0
Race and ethnicity unknown								0
Total women	0	2	0	0	0	0	0	2
Total (men+women)	0	2	0	0	0	0	0	2

Part H - New Hires, Full-time Staff by Occupational Category
Number of Newly Hired Full-time Staff

(Hired full-time between November 1, 2015 - October 31, 2016)

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

Men				
Race/ethnicity	<u>Instructional Staff</u> (from Part H, screen 1)	<u>Research staff</u>	<u>Public Service staff</u>	<u>Library and Student and Academic Affairs and Other Education Services Occupations</u> 25-4000 + 25-2000 + 25-3000 + 25-9000
Nonresident alien	0	0		
Hispanic/Latino	0			
American Indian or Alaska Native	0			
Asian	0			
Black or African American	0			
Native Hawaiian or Other Pacific Islander	0			
White	0			
Two or more races	0			
Race and ethnicity unknown	0			
Total men	0	0	0	0

Women				
Race/ethnicity	<u>Instructional Staff</u> (from Part H, screen 1)	<u>Research staff</u>	<u>Public Service staff</u>	<u>Library and Student and Academic Affairs and Other Education Services Occupations</u> 25-4000 + 25-2000 + 25-3000 + 25-9000
Nonresident alien	0	0		
Hispanic/Latino	0			
American Indian or Alaska Native	0			
Asian	0			
Black or African American	0			
Native Hawaiian or Other Pacific Islander	0			
White	2			
Two or more races	0			
Race and ethnicity unknown	0			
Total women	2	0	0	0
Total (men+women)	2	0	0	0

Part H - New Hires, Full-time Staff by Occupational Category
Number of Newly Hired Full-time Staff

(Hired full-time between November 1, 2015 - October 31, 2016)

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Men					
Race/ethnicity	<u>Management Occupations</u> 11-0000	<u>Business and Financial Operations Occupations</u> 13-0000	<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19- 0000	<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000	<u>Healthcare Practitioners and Technical Occupations</u> 29-0000
Nonresident alien	0				
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Two or more races					
Race and ethnicity unknown					
Total men	0	0	0	0	0

Women					
Race/ethnicity	<u>Management Occupations</u> 11-0000	<u>Business and Financial Operations Occupations</u> 13-0000	<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19- 0000	<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000	<u>Healthcare Practitioners and Technical Occupations</u> 29-0000
Nonresident alien	0				
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Two or more races					
Race and ethnicity unknown					
Total women	0	0	0	0	0
Total (men+women)	0	0	0	0	0

Part H - New Hires, Full-time Staff by Occupational Category
Number of Newly Hired Full-time Staff

(Hired full-time between November 1, 2015 - October 31, 2016)

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

Men						
Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All full- time new hires)
Nonresident alien	0					0
Hispanic/Latino						0
American Indian or Alaska Native						0
Asian						0
Black or African American						0
Native Hawaiian or Other Pacific Islander						0
White						0
Two or more races						0
Race and ethnicity unknown						0
Total men	0	0	0	0	0	0

Women						
Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All full- time new hires)
Nonresident alien	0					0
Hispanic/Latino						0
American Indian or Alaska Native						0
Asian						0
Black or African American						0
Native Hawaiian or Other Pacific Islander						0
White						2
Two or more races						0
						0

Race and
ethnicity
unknown

Total women	0	0	0	0	0	2
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Total (men+women)	0	0	0	0	0	2
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Institution: Berkshire Community College (164775)
User ID: P1647751

Human Resources Survey Evaluation

Were any staff members difficult to categorize? If so, please explain in the box below.

No

Institution: Berkshire Community College (164775)
User ID: P1647751

Prepared by

This survey component was prepared by:

☐ Keyholder

☐ Finance Contact

☐ SFA Contact

☐ Academic Library Contact

☒ HR Contact

☐ Other

Name: Deborah Cote

Email: dcote@berkshirecc.edu

How long did it take to prepare this
survey component?

hours

minutes

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

Summary**Human Resources Component Summary**

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears specifically for your institution through the College Navigator website and is included in your institution's Data Feedback Report (DFR). The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the [Data Center](#) and sent to your institution's CEO in November 2016.

Please review your data for accuracy. If you have questions about the data displayed below after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at: 1-877-225-2568 or ipedshelp@rti.org.

Number of staff by employment status and occupational category:
Fall 2016

Occupational category	Reported values		FTE staff
	Number of full-time staff	Number of part-time staff	
Total number of staff	172	166	227
Instructional Staff	51	115	89
Primary Instruction	51	115	89
Exclusively credit	51	115	89
Exclusively not-for-credit	0	0	0
Combined credit/not-for-credit	0	0	0
Instruction/research/public service	0	0	0
Research Staff	0	0	0
Public Service Staff	0	0	0
Library and Student and Academic Affairs and Other Education Services Occupations SOC	19	27	28
Librarians, Curators, and Archivists SOC 25-4000	2	1	2
Archivists, Curators, and Museum Technicians SOC 25-4010	0	0	0
Librarians SOC 25-4020	1	1	1
Library Technicians SOC 25-4030	1	0	1
Student and Academic Affairs and Other Education Services Occupations SOC 25-2000 + 25-3000 + 25-9000	17	26	26
Management Occupations SOC 11-0000	30	0	30
Business and Financial Operations Occupations SOC 13-0000	3	0	3
Computer, Engineering, and Science Occupations SOC 15-0000 + 17-0000 + 19-0000	9	0	9
Community, Social Service, Legal, Arts, Design, Entertainment, Sports and Media Occupations SOC 21-0000 + 23-0000 + 27-0000	6	1	6
Healthcare Practitioners and Technical Occupations SOC 29-0000	0	0	0
Service Occupations SOC 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	11	9	14
Sales and Related Occupations SOC 41-0000	0	0	0
Office and Administrative Support Occupations SOC 43-0000	37	14	42
Natural Resources, Construction, and Maintenance Occupations SOC 45-0000 + 47-0000 + 49-0000	6	0	6

**Number of staff by employment status and occupational category:
Fall 2016**

Production, Transportation, and Material Moving Occupations	0	0	0
SOC 51-0000 + 53-0000			

NOTE: Full-time-equivalent (FTE) staff is calculated by summing the total number of full-time staff and adding one-third of the total number of part-time staff. Graduate assistants are not included in the above figures. Many of the FTE figures may be included in the DFR.

**Salaries of full-time instructional staff by contract length and academic rank:
Academic year 2016-17**

Academic rank	Months Covered by Annual Salary				Total Staff for Salary reporting	Total Number of Months	Salary Outlays	Weighted Average Monthly Salaries
	12 months	11 months	10 months	9 months				
All Ranks				51	51	459	\$3,326,651	\$7,248
Professor				30	30	270	\$2,196,819	\$8,136
Associate professor				9	9	81	\$497,947	\$6,147
Assistant professor				12	12	108	\$631,885	\$5,851
Instructor								
Lecturer								
No academic rank								

NOTE: The above data are based on the Salary Outlays part of the IPEDS HR component. The Weighted average monthly salaries of full-time instructional staff by academic rank are calculated by adding the salary outlays reported for Men plus Women by academic rank, then dividing the sum by the "Total Number of Months" for Men plus Women by academic rank. Salaries of full-time instructional staff paid less than 9 months per year are not collected. Also, salaries of medical school staff are not collected. The weighted average monthly salaries may be included in the DFR.

Human Resources

Berkshire Community College (164775)

There are no errors for the selected survey and institution.

